**JOB TITLE:**

Vice President/Chairperson

**OBJECTIVE:**

The Vice President/Chairperson is to provide support to the President and Executive Committee. In the absence of the President/Chair undertake the role of the President in the short term.

**RESPONSIBILITIES:**

* Chair Committee Meetings of the Club/Association in the absence of the President.
* Undertake tasks as requested by the President and Executive Committee.
* Represent the club/association at meetings and functions at the request or in the absence of the President.
* Provide support to the Executive Committee.
* Ensure that the club/association is fulfilling its competition requirements.
* Ensure that the club/association is operating within the budgets established.
* Ensure that the club/association is fulfilling all its responsibilities under the Incorporations Act and club/association constitution.
* Ensure that the club/association is implementing risk management strategies including relevant insurance cover.
* Ensure that the club/association is operating within its Strategic and Business Plans.

**RELATIONSHIPS:**

* President and Executive Committee.
* Liaises with all team managers, coaches, players, parents and clubs.

**ACCOUNTABILITY:**

* The Vice-President/Chair is accountable to the President and General Committee.

**ESSENTIAL SKILLS:**

* Can communicate effectively.
* Is a supportive and effective leader and role model.
* Effective decision making skills.
* Maintains Confidentiality.
* Has a good knowledge of the constitution, rules and the duties of all office bearers
* Has experience in developing and implementing strategic and business planning.

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required as the Vice President/Chairperson is hours  
per week.

The Vice President is appointed for \_\_\_\_\_ year term.